

**Position Description
City of Greenwood, Indiana**

Position Title: Patrol Officer
Department: Police
Reports to: Lieutenant, Captain/Uniform Division, Deputy Chief
Supervises: N/A
Job Classification: POLE (Protective Occupations, Law Enforcement)

Date Written: January 2009

Status: Full-time Merit

Date Revised:

FLSA Status: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Summary:

Incumbent is responsible for enforcing state and local laws, and serving and protecting individuals, their rights and property.

Essential Duties/Responsibilities:

Regularly conducts proactive and reactive patrol of City streets and other designated areas, maintaining high visibility, and ensuring security of residences and businesses. Investigates and reports suspicious or unlawful activities, and takes appropriate action to enforce applicable laws.

Monitors radio and other communication devices and responds to calls of distress and complaints of alleged unlawful activity, including assessing and bringing situations under control, taking statements from victims and witnesses, and providing assistance.

Pursues, apprehends, searches and arrests suspects using only necessary physical force, advising them of rights and transporting to detention area. Prevents individuals from injuring themselves or others by using physical restraint or appropriate weapons. Intervenes, mediates and assists in resolving citizen disputes.

Stops drivers for traffic violations, verifying licenses and registration data, conducting breath tests as necessary, issuing warnings/citations, and/or making arrests as warranted.

Responds to and investigates traffic accidents, including assessing extent of injuries, calling for emergency medical assistance, photographing/video and measuring accident scenes, taking statements from victims and witnesses, directing removal of damaged

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vehicles and ensuring area is clear. Periodically assists with accident victims providing emergency medical care, and lifting victims on stretchers and into medical vehicles as needed.

Directs vehicle and pedestrian traffic when congestion occurs or as needed. Participates in formal investigations of crimes, including searching crime scenes, collecting, preserving and protecting evidence according to prescribed procedures, and interviewing victims and witnesses. Conducts legal searches of persons and property with and without a warrant.

Transports individuals detained by the City to appropriate courts, detention and/or medical facilities.

Prepares and submits required reports and documents according to Department deadlines.

Serves various legal documents, including summonses, court orders, and notices of hearings; returns documents to appropriate officials and courts. Periodically testifies in court as required.

Maintains appearance and serviceability of assigned vehicles, uniforms, equipment and weapons.

May serve on or coordinate specialized law enforcement teams, such as SWAT tactical teams, dive team, and/or K-9, including training, deploying and caring for dogs. May be given special assignments, such as public speaking engagements, serving as school crossing guard, or providing police escorts.

Periodically attends prescribed in-service and/or training programs for certification in specialized law enforcement areas as assigned or required. Periodically trains and/or assists new Patrol Officers as assigned.

Performs related duties as assigned

Job Knowledge, Experience, Skills and Abilities Required:

High School diploma or GED and certification or ability to be certified by the Indiana Law Enforcement Academy.

Ability to meet all departmental hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to qualify by obtaining a passing score in the Handgun Course of Fire and Shotgun Course of Fire, as required by the standards of the Indiana Law Enforcement Training Board.

Working knowledge of and ability to make practical application of customary practices, procedures, rules and regulations of the Department and civil, criminal and juvenile justice systems.

Working knowledge of City geography and radio frequencies, codes, procedures and limitations.

Working knowledge of and ability to research and enforce applicable state and local laws, perform standardized patrol operations and take authoritative action as needed.

Working knowledge of and ability to use and properly maintain all assigned uniforms, equipment and weapons.

Working knowledge of standard practices and procedures in administering first aid and CPR. Working knowledge of universal health precautions, high-risk environments, and signs and symptoms associated with blood borne pathogens, and ability to apply such knowledge in the field to protect oneself against infection.

Working knowledge of photography and taking latent prints, and ability to appropriately receive, maintain and account for articles received in evidence.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to enter data on computer and effectively prepare and complete Department reports within established deadlines. Ability to maintain confidentiality of Department information and reports as required.

Ability to physically perform the essential duties of the position, including, but not limited to, sitting/driving/standing for long periods, pursuing suspects by driving a vehicle at high speed, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims.

Ability to deal swiftly, rationally and decisively with potentially violent individuals in precarious situations, de-escalate volatile situations by means of conversation/negotiation, and make arrests using appropriate physical force as situations demand.

Ability to effectively listen, comprehend and communicate with the public, other officials and agencies by radio, telephone, in person or in writing, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to adapt to changing weather conditions, work environments, irregular and/or extended hours, and perform duties despite the stress of potential personal injuries and loss of life.

Ability to serve on 24-hour call and appropriately respond to emergencies from off-duty status as assigned or directed.

Ability to obey all written and oral orders and directives from superior officers, and work alone and with others in a team environment with minimum direct supervision.

Possession of a valid driver's license and demonstrated safe driving record.

These are the minimums required to perform the essential duties/requirements of this position.

Independent Action and Judgment:

Incumbent performs a wide variety of patrol and public assistance duties according to established Departmental policies and standard police procedures, making independent decisions and taking authoritative action in response to situational demands. Errors in decision or work may not be readily detected by periodic supervisory review and may result in adverse effects on Department operations, inconvenience for members of the public, and/or injury or loss of life to self, co-workers or the public.

Interpersonal Relationship Skills:

Incumbent maintains frequent contact with co-workers, suspects/offenders, court personnel, other law enforcement agencies, crime/accident victims and witnesses, and members of the public for a variety of purposes, including exchanging information, providing public assistance and enforcing applicable laws. Incumbent's work frequently involves non-routine problem-solving to gain cooperation of law offenders in situation that may jeopardize the safety of the public and/or the incumbent.

Working Conditions:

Incumbent performs duties in an office environment and in the field, often in a vehicle, and is frequently exposed to normal hazards associated with law enforcement, traffic control and regular vehicle patrols, such as sitting/standing for long periods, adverse weather conditions and traffic. No prolonged, extreme physical demands are associated with normal duties or assignments, but incumbent may exert strenuous physical effort during emergency situations, such as pursuing suspects by driving a vehicle at high speed, running, climbing stairs, forcing entry, scaling walls, jumping fences, apprehending/subduing offenders, and assisting with evacuation and care of accident victims.

Incumbent must perform duties and take appropriate action in emergency situations, despite the stress associated with potential injury or loss of life to self or others. Incumbent serves on 24-hour call and regularly works irregular and/or extended hours.

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Employee Acknowledgement:

The job description for the position of the Patrol Officer for the Police Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and that I am responsible for reading this job description and complying with the job duties, requirements and responsibilities contained herein, and any subsequent revisions. I understand that the City of Greenwood reserves the right to modify, interpret and/or apply this job description in any way the City desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will".

I understand that any questions I have regarding my job duties should be addressed to my supervisor, department head and/or Human Resources Department.

Employee's Signature

Date